

THE UNITED NATIONS DEVELOPMENT PROGRAMME

Country: Egypt

Project Document

Award Number: 00050062

- UNDAF Outcome(s):** By 2011, state's performance and accountability in programming implementing and coordinating actions, especially those that reduce exclusion, vulnerabilities and gender disparities, are improved.
- Expected CP Outcome(s):** Conflict prevention and peace-building approaches factor into national development frameworks.
- Expected CPAP Output(s):**
- Institutional capacity of the Cairo Regional Center for Conflict Resolution and Peace-keeping in Africa (CCCPA) is strengthened
 - Capacities within African Countries for Conflict Resolution and Integrated Peace-keeping Operations are enhanced
- Implementing partner:** Cairo Regional Centre for Training on Conflict Resolution and Peacekeeping in Africa (CCCPA)
- Responsible parties:** Cairo Regional Centre for Training on Conflict Resolution and Peacekeeping in Africa (CCCPA), UNDP.

Brief Description

The aim of this project is to support capacity development of CCCPA to become a regional and international centre of excellence in peacekeeping and conflict resolution with a special niche in a) integrated multi-stakeholder training programs that bring together the major stakeholders actually involved in peacekeeping operations; the military, the police and the civilian and b) in gender mainstreaming in peacekeeping operations and conflict resolution in Africa in line with UNSC 1325. For this purpose, the project is designed to address the following:

- Formulation, implementation as well as monitoring and evaluating of the capacity development of CCCPA
- Integrated training for integrated peacekeeping missions in Africa as a new approach to capacity building for peace-keeping
- Demonstration of gender mainstreaming in peacekeeping operations in Africa in line with UNSC1325 on Women, Peace and Security
- Strengthening CCCPA communications, outreach and knowledge management
- Promoting South-South Co-operation for Peace-keeping and conflict resolution in Africa

Programme Period: 2007-2011

**Programme Component: Conflict
Prevention and Peace Keeping**

**Project Title: Strengthening the Capacity of
the CCCPA**

Atlas Award ID:

**Start date: 1 July 2008
End date: 30 June 2011**

AWP budget:

Total resources required:

Total allocated resources: **\$2,940,000** _____

- Regular _____
- Other: _____
 - Donor: Government of Japan

Unfunded budget:

In-kind Contributions

Agreed by:

Signature: _____

Soad Shalaby
H.E. Ambassador Soad Shalaby,
Assistant Foreign Minister
Director, Institute for Diplomatic Studies,
Ministry of Foreign Affairs

Date: _____

18/06/2008

Signature: _____

Mahy Hamar
H.E. Ambassador Dr. Mahy Abdellatif,
Director, Department of International Cooperation,
Ministry of Foreign Affairs

Date: _____

13/7/2008

Signature: _____

James W. Rawley
Mr. James W. Rawley
Resident Representative,
United Nations Development Programme

Date: _____

18 June 2008

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ACRONYMS AND ABBREVIATIONS

ACCORD	African Centre for the Constructive Resolution of Disputes
AU	African Union
AWP	Annual Work Plan
BCPR	UN Bureau for Crisis Prevention and Recovery
CCCPA	Cairo Regional Center for Training on Conflict Resolution and Peacekeeping in Africa
COMESA	Common Market for Easter and Southern Africa
CP	Country Programme
CCR	Centre for Conflict Resolution
DPKO	Department of Peace Keeping Operations
ECOWAS	Economic Community of Western African States
GMS	General Management Support
GCSP	Geneva Centre for Security Policy
IAPTC	International Association for Peacekeeping Training Centers
ICRC	International Committee of the Red Cross and the Red Crescent
ICT	Information and Communication Technology
IDS	Institute for Diplomatic Studies
IOM	International Organisation of Migration
ISS	Implementation Support Service
ITS	Integrated Training Service
KAIPTC	Kofi Annan International Peacekeeping Training Centre
LED	Local Economic Development
MFO	Multinational Force Operation
NEPAD	New Partnership for Africa's Development
NEX	National Execution
PB	Project Board
SADC	Southern African Development Community
SMWIPM	Suzanne Mubarak Women's International Peace Movement
TOR	Terms of Reference
UNDAF	United Nations Development Assistance Framework
UNDP	United Nations Development Programme

I. BACKGROUND

Positioned at the crossroads between Europe, the Middle East and Africa, Egypt has engaged in South-South co-operation for decades. With respect to Africa, Egypt has participated in the creation of the Organization for African Unity and is today a key member of the African Union. Egypt contributed significantly to the founding of the New Partnership for Africa's Development (NEPAD) and is a prominent member of the Common Market for Eastern and Southern Africa (COMESA). Egypt also continues to be a strong advocate of international peace and security, particularly in Africa. To further expand its South-South co-operation in Africa, Egypt set up the Cairo Regional Center for Training on Conflict Resolution & Peacekeeping in Africa (CCCPA) within the Egyptian Ministry of Foreign Affairs in cooperation with the Egyptian Ministry of Defense. The purpose of the Center is to support peacekeeping efforts in the African Continent and to respond to the needs of African countries to assume a more active role in dealing with crises and conflicts emanating from within the African continent.

Since its inception in 1995, CCCPA has been hosted and managed by the Institute for Diplomatic Studies (IDS) of the Ministry of Foreign Affairs of Egypt. The administrative body of the Center is headed by the Director of the IDS and includes 30 staff members (diplomats, liaison officers and administrative employees) in addition to 15 support staff. The targeted beneficiaries of the Center's training programs are mainly African diplomats, military personnel, security officers and civilians involved in peacekeeping operations. In addition, the Center targets Egyptian diplomats, military personnel, security officers and civilians involved, or expected to participate in peacekeeping operations.

The Center symbolizes Egypt's leading role in supporting Africa during the last six decades, starting with the Egyptian support for the aspiration of African peoples for self-determination and independence during the 1950s and 1960s, through Egypt's contribution to the first peacekeeping operation in Africa (ONUC 1960), and to the establishment of the Egyptian Fund for Technical Cooperation with Africa in the late 1970s that aims at assisting African countries in their socio-economic development and capacity building efforts. Thereafter, Egypt was the initiator of establishing an African Mechanism for Conflict Prevention, Management and Resolution and the host-country of the pioneering CCCPA.

The CCCPA trains French, English, Arabic and Portuguese-speaking African nationals in the fields of peacekeeping, crisis management, conflict resolution and preventive diplomacy. This includes training programs on peacekeeping operations and civilian and military monitoring for African diplomats, military officers, security personnel and civilians involved in peacekeeping operations. More specifically, the Center has conducted training programmes on the following:

- The Military Dimensions of the Peacekeeping Operation
- Defining Preventive Diplomacy and its Application in Africa
- Training of Trainers, targeting Egyptian officers who carry out the training and orientation of the African military officers and peacekeepers
- Legal Aspects of the Peacekeeping Operations

The Center organized the first two Continental Fora on Peacekeeping Operations in Africa. The First Forum was organized in cooperation with Cairo's prestigious Al-Ahram Center for Political and Strategic Studies. It addressed the problems and crises encountered by UN peacekeeping missions in Africa as well as issues such as the changing mandates of the peacekeeping missions on the continent; comparative experiences in peacekeeping operations; and problems of managing and forming peacekeeping missions in Africa. The Second Forum was organized in co-operation with the International Center for Futuristic and Strategic Studies and was designed to address the impact of peacekeeping operations on women and children in Africa. The themes discussed in the Forum included violations of the basic rights of women and children during peacekeeping operations and key practical problems surrounding women's participation in peacekeeping.

II. SITUATION ANALYSIS

Over the last two years, and due to budgetary constraints, the Center was not in a position to meet the growing demand by African countries for its services. To accommodate this growing demand, the Center is in need of external support to enhance its technical and institutional capacities to design and organize training programs for actual and/or potential African peacekeepers and to build capacities and strengthen skills in conflict resolution and dispute settlement. The Center is planning to:

- implement the recommendations of the Second Continental Fora for Peacekeeping Operations in Africa especially with regards to women and children;
- follow-up with African countries on the implementation of the UN Security Council Resolution 1325 on Women, Peace and Security;
- review and assess the effectiveness of all peacekeeping operations in the African continent, and draw lessons from practical experiences;
- conduct practical training to enhance the role of peacekeeping operations in Africa;
- field African consultants to conduct studies on the impact of peacekeeping missions on the domestic populations of African countries;
- establish itself as a reference point for peacekeeping and conflict resolution activities in Africa through the setting up of an observatory/database on peacekeeping operations and conflict resolution in Africa; and
- exchange expertise and establish networks with other resource centers and institutions for peacekeeping and conflict resolution.

The above activities require that the Center develops its institutional, human resource and physical capacities; articulates its vision and action plan; and formulates new strategies for building partnerships, resource mobilization and outreach. For this purpose and upon the request of CCCPA, UNDP mobilized an Assessment and Advisory mission lead by the ICT4Peace Foundation in co-operation with the Geneva Center for Security and Peace (GCSP) to conduct a capacity assessment of CCCPA and to advise on the enhancement of its technical and institutional capacities with a view to meeting the growing demand for African and Egyptian peacekeepers and peace-builders.

The mission acknowledged the firm commitment of the Government of Egypt to support the vision of CCCPA to enhance the role of Egypt in Africa and to ensure that Egypt's foreign policy aspirations are sustained through training. This is in addition to the fact that CCCPA is led by experienced and qualified Egyptian diplomats and is directly linked with the Diplomatic Studies Institute. However, the mission also noted the challenges facing the center in terms of continuity in its senior management, documentation and institutional memory as well as modernized training facilities. The major challenge however, is to develop the CCCPA "brand" and that it becomes recognized accordingly in the peacekeeping/building training community worldwide. The main recommendations of the Mission were that

- the Center has to present to Africa training programmes that are unique, innovative, adaptable and sustainable as well as meeting DPKO standards
- the infrastructure of the training facility should be upgraded to afford the attendance of 25/30 trainees per course and that the premises be transformed to meet the requirements of modern education as to furniture, multilingual tuition and workshops, technological equipment etc.
- the management structure has to be adapted to ensure the continuity of leadership in the medium to long-term and to create two main divisions, namely: The Program Division and the Administrative and Financial Division

III. PROJECT STRATEGY

In support of Egypt's development efforts and in carrying out its programme to achieve the MDGs, the United Nations Development Assistance Framework (UNDAF) 2007 – 2011 envisages supporting the government to become more efficient, effective, and

accountable for planning, implementation and co-ordination of its plans. In line with this vision of the UNDAF, the UNDP Egypt Country Program Action Plan (CPAP) stipulates building national expertise for conflict prevention and peace building approaches. A sustainable theme of Egypt's foreign policy is to deploy national expertise and cooperation with international community and in particular various UN related programs in serving African aspirations to further contribute to peacekeeping/building in Africa. Such keen pursuit is adopted in the field of security reform, as well as training, and rehabilitating, and building the capabilities of the national police forces in African countries emerging from conflicts.

For all programmes and projects in collaboration with the Government of Egypt, UNDP is committed to support capacity development through a focus on the enabling environment; well-functioning organizations; and a well-performing human resource base, which all provide the necessary foundation to plan, implement and review development strategies and programs. The UNDP strategic plan 2008-11 positions capacity development as the organisation's core contribution to program countries and calls for increasing development effectiveness through national ownership, effective aid management, and south-south co-operation.

Given this framework, the project is designed to support capacity development of CCCPA to become a regional and international centre of excellence in peacekeeping and conflict resolution with a special niche in integrated multi-stake holder training programs that bring together the major stakeholders actually involved in peacekeeping operations; military, police and civilians. This is in addition to taking the lead in demonstrating gender mainstreaming in peacekeeping operations and conflict resolution in Africa in line with UNSC 1325. The strategy of the project is to upgrade the institutional and technical capacities of CCCPA; its outreach, knowledge management and networking such that by the end of project activities it is renowned for its accredited training programmes and is well positioned to mobilize resources to assume a larger role in conflict resolution and peace-keeping in Africa. The following outlines the main interventions by the project; the detailed activities are reflected in the Results and Resource Framework (RRF):

A. Capacity Assessment and Development of CCCPA

In the preparatory phase of this project, and as mentioned above, UNDP has mobilized international expertise to conduct and a capacity and needs assessment for CCCPA. The purpose of this project is to implement the key recommendations of this assessment, which were all adopted by CCCPA, and to formulate, implement and evaluate the capacity development response which will focus on

- Elaborating a vision, mission and Strategy for CCCPA
- Revising the organizational structure of CCCPA to ensure sustainability
- Strengthening CCCPA Outreach and Knowledge Management
- Setting up an Advisory Board comprising CCCPA stakeholders to stimulate transparent and inclusive decision making
- Modernizing and upgrading the training facilities in CCCPA
- Developing indicators for monitoring and evaluation of capacity development.

To enhance the capacity development process, the project will facilitate the engagement of CCCPA stakeholders in all activities such as the development of the CCCPA mission, vision and strategy; the formulation of the CCCPA communications, outreach and knowledge management strategy, and the development of its thematic training programmes in the areas of peacekeeping, conflict resolution and gender mainstreaming in peacekeeping operations. With a view to ensuring transparent and inclusive decision making; accountability and a strengthened stakeholder network, the project will support CCCPA to set up an Advisory Board to comprising senior figures in African circles and the international agencies. The organization of annual meetings of the Advisory Board will also ensure that CCCPA remains current, relevant and well positioned to mobilize resources. To promote south-south co-operation, the project will emphasize collaboration with other peace keeping centers in Africa especially those that are currently supported by the Government of Japan. Project activities in this respect will start with the conduct of a stakeholder analysis.

B. Integrated Training for Integrated Peacekeeping Missions in Africa

Based on the recommendations of the ICT4Peace/GCSP advisory mission, the CCCPA will pilot test and start up a new model for integrated training for conflict and peacekeeping in Africa.

Internationally, there is an emphasis on the need to integrate the various dimensions of peacekeeping and Conflict Resolution into *one single training setting*. This model of training would allow bringing the human elements of external, professional and institutional diversity – diplomats, military, police, those in relief, development workers, traditional leaders, judges, engineers, and medical teams- into one setting. The setting up of this approach needs to be done specifically in the African context, where it is most needed. The CCCPA will therefore be innovative in its approach to training for peacekeeping: multi-disciplinary, cross-professional and trans-cultural with strong emphasis on leadership, teamwork, best practices of information management and use of ICT's..

C. Pilot Demonstration of Mainstreaming Gender in Peacekeeping Operations in line with UNSC1325 on Women, Peace and Security

UNSC 1325 (Annex I to this document) provides the most important mandate for mainstreaming gender perspectives in peacekeeping operations. It recognizes the contribution of women to the maintenance and promotion of peace and security, while acknowledging their specific needs and concerns in armed conflict and its aftermath. The Resolution also reaffirms women's role in the prevention and resolution of conflicts and in peace-building, stresses the importance of their equal participation and full involvement in all efforts to maintain and promote peace and security and highlights the need to increase their role in decision making regarding conflict prevention and resolution. CCCPA will initiate activities aiming at:

- exploring the negative impact of armed conflicts in Africa on children and civilian women & girls.
- strengthening the role of women in the prevention and resolution of conflicts and in peace-building, and stressing the importance of their equal participation and full involvement in all efforts for the maintenance and promotion of peace and security.
- mainstreaming a gender perspective into peacekeeping operations, taking into consideration both Windhoek Declaration and the Namibia Plan of Action on Mainstreaming a Gender Perspective in Multidimensional Peace Support Operations.
- Developing training guidelines and materials on the protection, rights and the particular needs of women involved in peacekeeping operations in Africa.
- Hosting and organizing annual training program for African female peacekeepers in order to expand the role and contribution of women in field-based operations, especially among military observers, civilian police, human rights and humanitarian personnel.
- Conducting studies and fielding missions to assess implementation of UNSC 1325 on Women, Peace and Security by African countries.

These activities will be implemented in close collaboration with relevant national and international stakeholders such as the United Nations Development Fund for Women (UNIFEM), United Nations Children's Fund (UNICEF), the United Nations High Commissioner for Refugees (UNHCR), the Suzan Mubarak Women's International Peace Movement (SMWIPM); the Bibliotheca Alexandria Peace Studies Institute as well as all other relevant bodies.

D. Enhancing CCCPA Communications, Outreach and Knowledge Management

The aim of the CCCPA Integrated Training for Integrated Missions is, inter alia, to set up a network of African multi-stakeholder facilitators able to create a collaborative civil-military information environment and build cross-cultural bridges among the various involved PKO and humanitarian activities in Africa. In this respect, the project will develop and implement an outreach strategy through the following three mechanisms:

- *Internet website*: a website will be established and maintained by the CCCPA to work as a link between the Center and the interested community in Africa and worldwide. Such website will publish, constantly, updated material on best and good practices related directly to the subjects studied on-course. The development of a website to which all can contribute will ensure currency of experience and maximum transparency for all.
- *Publications*: the project will prepare a full-fledged brochure for CCCPA (that contains its vision, mission, historical background, main achievements, national & international stakeholders and long term aspirations of the Center). Moreover, a separate booklet for each training activity will be published and distributed to all participants. Furthermore, a yearbook comprising a detailed description of all implemented programs will be prepared on annual bases.
- *Alumni*: The project will also allow the Center to maintain linkages with its graduates and instructors through a roster of these Civil-Military Cooperation Bridge Builders (CMC-BB) alumni at the disposal of UN-DPKO for future UN and/or African Union peacekeeping and humanitarian operations in Africa.
- The project will leverage the valuable contribution by the Center to South-South Co-operation (SSC) through setting up a *data base for the documentation and dissemination* of experiences and information on peacekeeping, peace building and conflict resolution, lessons learned etc.

E. Strengthening South South-Cooperation for Peacekeeping and Conflict Resolution in Africa

The project will support CCCPA to build partnership and strengthen cooperation with other regional peacekeeping centers such as the Kofi Annan International Peacekeeping and Training Center (KAIPTC) based in Accra, the Center for Conflict Resolution (CCR) based in Cape Town, the African Centre for the Constructive Resolution of Disputes (ACCORD) based in Durban, the National Defense College in Abuja. CCCPA will also activate its membership at the International Association of Peacekeeping Training Centers (IAPTC) based in India as well as its African chapter. The annual meetings of these two associations provide a platform for networking amongst peacekeeping-related centers.

To facilitate complementarity, networking, the exchange of lessons learned and best practices among regional peacekeeping centers in Africa and in particular those supported by the Government of Japan, the project will take the lead in organizing a regional meeting in Egypt with the participation of these regional centers as well as DPKO, BCPR, ICT4Peace Foundation; GCSP, UNIFEM as well as other national partners in Egypt.

IV. Project Partners

1. At the International Level

a) DPKO's mission is to plan, prepare, manage and direct UN peacekeeping operations, so that they can effectively fulfil their mandates under the overall authority of the Security Council and General Assembly, and under the command vested in the Secretary-General. With the adoption of UNSC1325, DPKO has strengthened institutional mechanisms for gender mainstreaming through fully incorporating gender perspectives into all peacekeeping activities from the initial stages of ceasefire negotiations and the establishment of the mandates for peacekeeping operations to post-conflict situations. Within this framework, the project will seek technical support from DPKO to

- Advise on the CCCPA training strategy, organize training programmes and conduct research studies (exchange experts, publications etc.) including implementation of UNSC1325
- Standardize CCCPA training programs; i.e. to ensure a high degree of harmonization and compatibility between these programs and the relevant UN guidelines.

- Identify priority needs; to oversee and monitor training activities and to eventually accredit CCCPA training courses especially with regards to integrated training for integrated missions
- Support CCCPA aspiration to develop an “African Peacekeeping Doctrine” in line with the principles enshrined at the “UN DPKO Capstone Document” that was completed in April 2008.

The role of the DPKO Integrated Training Service (ITS) is to provide UN standards and guidance for the conduct of training. These include Standardized Generic Training Modules (SGTMs) which are applicable to all military, police and civilians; as well as Specialized Training Modules (STMs), which are used for specialized categories of personnel. CCCPA will benefit from the revised DPKO SGTMs and STMs, when they are available. DPKO is also revising its policy and procedures on training recognition for peacekeeping courses and would provide CCCPA with procedures for obtaining official DPKO training recognition for peacekeeping courses that follow the SGTM/STM modules. CCCPA may also link up with the DPKO-AU Peace Support Team on the regional dimension of peacekeeping training.

b) Bureau for Crises Prevention and Recovery (BCPR) will provide technical expertise to support CCCPA in the development of the indicators for the monitoring and evaluation of capacity development serving, it will provide resource persons on peace building and conflict resolutions issues and training; support project activities to foster south south co-operation and to participate in the design of training programmes on dispute settlement and conflict resolution.

c) UNIFEM is committed to advancing women's human rights that are enshrined in the Convention on the Elimination of all forms of Discrimination Against Women. It is dedicated to support the implementation of the path-breaking Security Council Resolution 1325 on Women, Peace and Security. It will provide the technical expertise for the pilot demonstration of gender mainstreaming in peacekeeping operations

d) ICT4Peace Foundation aims to enhance the performance of the international community in crisis management through the application of information Communications Technology (ICT). The partnership between CCCPA and ICT4Peace started with the preparatory phase of this project through the conduct of an Advisory and Needs Assessment mission; the design of the first elements of the new training course entitled “Integrated training for Integrated Missions” which was held in Cairo in April/May 2008. ICT4Peace Foundation and GCSP will also support the conceptualization of a full-fledged pilot training program to be held in Cairo in November 2008, with a view to implement the first tested, accredited, and certified version of this course in March 2009. An MOU was signed on 8 May 2008 between CCCPA and the ICT4Peace Foundation to support CCCPA in several activities such as developing its outreach programme, acquiring accreditation of its training courses by DPKO and using ICT capabilities.

e) Geneva Centre for Peace Studies (GCSP) is an international foundation established under Swiss Law to promote the building and maintenance of peace security and stability. GCSP participated in the Needs assessment mission for CCCPA and as well as the design of the first integrated training for integrated missions programme. It will provide its technical expertise in security policy and peacekeeping.

f) The project will collaborate with other international centers such as the Pearson Peace-keeping Center; Folke Bernadot Academy; and Fincet.

2 At the Regional Level

The project will ensure the engagement and cooperation with the African Union (AU); its relevant bodies as well as regional organizations such as COMESA, ECOWAS, SADC. This is in addition to cooperating with regional peacekeeping centres such as, KAIPTC, CCR, ACCORD

3. At the National Level

- a. The project will collaborate with all relevant training and research entities within the Ministry of Defense as need be, such as the *Nasser Military Academy*.
- b. The project will also seek cooperation with all relevant training and research entities of the Ministry of Interior as need be, such as the *Mobarak Police Academy*.
- c. With regard to the pilot demonstration for gender mainstreaming in peacekeeping, the project will initiate cooperation with *the Suzanne Mubarak International Women's Peace Movement*, which is a non-profit, non-governmental international association established in 2003, aiming to enhance the conditions conducive to sustainable peace and human security. It is strongly committed to strengthening the involvement of women in peace building initiatives by highlighting alternative perspectives, exploring various options and ensuring that all efforts are attuned to human needs.
- d. For the upgrading of the ICT infrastructure of the training facility in CCCPA, the project will draw upon the expertise and support of the Ministry of Communication and Information Technology (MCIT)
- e. For the conduct of studies and preparation of concept notes, the project will also collaborate with the Institute for Peace Studies in the Bibliotheca Alexandrina.

V. Results and Resources Framework

Intended Outcome as stated in the Country Programme Results and Resource Framework: Conflict prevention and peace-building approaches factored into national development frameworks.

Outcome indicator as stated in the Country Programme Results and Resources Framework, including baseline and target Conflict prevention is placed on the government's national agenda

Baseline: Poor outreach, communications and knowledge management of CCCPA contribution to capacity development in peace-keeping and conflict resolution in Africa

Target: Upgrading the institutional and training capacities of CCCPA to strengthen conflict resolution and integrated peace keeping operations in Africa. ict resolution.

Applicable focus area in the Strategic Plan 2008-11: Conflict Prevention and Peace-building

Partnership Strategy The project will partner with international organizations such as UNIFEM, DPKO, ICT4Peace and the GCSP, the AU, other regional centers for peacekeeping and conflict resolution in the south as well as national institutions.

Project title and ID: Strengthening the capacity of CCCPA

Award ID:

Intended Outputs	Output Targets			Indicative Activities	Res. parties	Inputs
	2008	2009	2010			
<p>Output 1 Institutional Capacity of CCCPA is strengthened</p> <p>Baseline - No continuity of management - Poor institutional memory and documentation - Poor infrastructure facilities</p> <p>Output Indicator Organization of the</p>	<p>PMU is operational</p>	<p>- First Annual Meeting of the Advisory Board - CCCPA vision, mission, strategy and action plan are in place - First meeting of the Project</p>	<p>- CCCPA training programs are accredited by DPKO</p>	<p>- Project evaluation is complete</p>	<p>CCCPA & UNDP</p>	<p>\$475,000</p>
				<p>1.1 Establish Project Management Unit</p> <ul style="list-style-type: none"> Seek ministerial/administrative decree to allocate office space Recruit Project Manager to act as independent management for CCCPA Recruit Deputy Manager Programme Department Recruit Deputy Manager Administration Department Recruit Project Officer and Accountant Procure office equipment <p>1.2 Develop and implement CCCPA strategy for resource mobilization</p> <ul style="list-style-type: none"> Draft TOR Recruit international consultant Share draft strategy with stakeholders <p>1.3 Develop CCCPA future vision, mission statement, strategy, action plan as well as M & E plan and</p>	<p>CCCPA, ICT4Peace</p>	<p>\$15,000</p>
					<p>CCCPA, ICT4Peace</p>	<p>\$60,000</p>

first meeting of the CCCPA Advisory Board		Board		<p>partnership strategy</p> <ul style="list-style-type: none"> • Draft TOR • Recruit international consultant(s) • Conduct stakeholder analysis • Organize workshops • Establish CCCPA Advisory Board • Organize annual meetings of the advisory board 	BCPR DPKO	
				<p>1.4 Upgrade infrastructure of CCCPA training facilities</p> <ul style="list-style-type: none"> • Draft TOR and recruit IT consultant to identify software and hardware needs and to prepare specifications • Draft TOR and recruit short term consultant to identify equipment and furniture needs and prepare specifications • Organize call for offers • Install equipment and furniture 	CCCPA, ICT4Peace GCSP, DPKO, MCIT	\$185,000
				<p>1.5 Establish network and follow-up with DPKO to meet the international standards required for accreditation and certification</p> <ul style="list-style-type: none"> • Share with DPKO draft vision, mission statement, strategy and action plan • Share with DPKO plans to upgrade training facility • Share concept notes with DPKO • Facilitate meeting with DPKO 	CCPA, ICT4Peace DPKO	\$50,000
				<p>1.6 Develop and implement a strategy for communications, outreach and knowledge management</p> <ul style="list-style-type: none"> • Draft TOR and recruit national/international consultant • Identify stakeholders and organize workshop • Draft strategy • Develop CCCPA website • Develop media outreach • Prepare CCCPA Brochure • Prepare booklets for each training activity • Prepare a Yearbook • Establish network with CCCPA alumni 	CCCPA, ICT4Peace GCSP, DPKO	\$100,000

	<ul style="list-style-type: none"> • Set-up a data base for documentation and dissemination of knowledge and experiences • Establish and maintain a database for peacekeeping operations in Africa • Develop concept note for media outreach 						
	<p>1.7 Strengthening South-South Cooperation for Peacekeeping and Conflict Resolution</p> <ul style="list-style-type: none"> • Prepare concept note to establish cooperation modality (among training institutions on peacekeeping in Africa) • Establish contact with the main African training centres for peacekeeping • Facilitate CCCPA active membership in the International Association of Peacekeeping Training Centres (IAPTC) specially with members of its African chapter • Coordinate activities with other training centers supported by the government of Japan • Organize regional conference for all five African training centres supported by the Government of Japan 	<p>CCCPA, Pearson Peacekeeping Centre, KAIPTC, CCR, ACCORD, etc. BCPR DPKO</p>				\$50,000	
	<p>1.8 Develop and implement the Project Monitoring Plan</p> <ul style="list-style-type: none"> • Organize orientation for Project Management Unit on NEX Guidelines • Participate in UNDP training on RBM • Recruit short term national consultants • Develop indicators for monitoring and evaluation of capacity development 	<p>CCCPA, UNDP, BCPR</p>					\$30,000
	<p>1.9 Conduct project evaluation</p> <ul style="list-style-type: none"> • Draft TOR • Identify short list of international consultants • Present TOR and short list to Project Board • Recruit consultant/team of consultants 	<p>CCCPA, Government of Japan, UNDP</p>					\$20,000
	<p>1.10 Conduct Project Audit</p>	<p>CCCPA, UNDP</p>					\$2,000

<p>Output 2 Enhanced capacities within African Countries for Peacekeeping and Conflict Resolution</p>	<p>- 2 Integrated training programmes for integrated missions - One continental forum</p>	<p>- 2 integrated training programmes for integrated missions - 4 training courses for Egyptian diplomats, military etc. - 2 continental fora - 2 regional workshops on UNSC1325 - 2 workshops on dispute settlement and conflict resolution</p>	<p>- 2 integrated training programmes for integrated missions - 4 training courses for Egyptian diplomats, military etc. - 2 continental fora - 2 regional workshops on UNSC1325 - 2 workshops on dispute settlement and conflict resolution</p>	<p>- 1 integrated training programmes for integrated missions - 2 training courses for Egyptian diplomats, military etc. - 2 continental fora - 2 regional workshops on UNSC1325</p>	<p>2.1 Host and organize regular semi-annual Continental Fora for Peacekeeping Operations in Africa</p> <ul style="list-style-type: none"> • Recruit short-term national activity manager • Recruit short-term international/national consultant • Prepare concept note and Action Plan for continental fora • Identify topics and issues • Identify stakeholders and resource persons • Prepare agendas and lists of participants • Document proceedings for each forum 	<p>CCCPA, DPKO, UNIFEM, Japan, ICT4Peace</p>	<p>\$150,000</p>
<p>Output Indicator Capacity building of African diplomats, military personnel, security officers and civilians involved in peacekeeping operations.</p>					<p>2.2 Host and organize regular semi-annual Integrated Training Programmes for Integrated Peace Keeping Operations in Africa</p> <ul style="list-style-type: none"> • Recruit short-term national activity manager • Recruit short-term international/national consultant • Prepare concept note and Action Plan for training programmes • Identify topics and issues • Identify resource persons • Prepare agendas and lists of participants • Organize study tours for African cadets to the Multinational Force Operation (MFO) based in Sinai-Egypt • Document proceedings for each training program 	<p>CCCPA, ICT4Peace, GCSP, Government of Japan, ICRC, Mobarak Police Academy, Nasser Military Academy, AU</p>	<p>\$800,000</p>
<p>Baseline Very few training programmes are currently being organized by CCCPA</p>					<p>2.3 Host and organize regular semi-annual workshops on dispute settlement and conflict resolution in Africa in connection with integrated training on peacekeeping operations</p> <ul style="list-style-type: none"> • Recruit short-term national activity manager • Recruit short-term international/national consultant • Select topics and issues • Prepare agenda • Identify resource persons • Document workshops 	<p>CCCPA, BCPR, Japan, IOM, AU</p>	<p>\$168,000</p>

	<p>2.4 Host and organize four training courses annually for selected Egyptian diplomats, military officers, security personnel and civilians to prepare them to participate in peacekeeping operations and dispute settlement in Africa.</p> <ul style="list-style-type: none"> • Recruit short-term national activity manager • Recruit short-term international/national consultant • Prepare concept note and identify topics and issues • Prepare action plan • Identify national institutions and list of participants • Prepare agenda • Identify resource persons • Organize study tours for African cadets to the Multinational Force Operation (MFO) based in Sinai-Egypt • Document proceedings 	<p>CCCPA ICT4Peace GCSP, IOM</p>	\$320,000
	<p>2.5 Demonstrate Gender Mainstreaming in Peacekeeping Operations in Africa</p> <ul style="list-style-type: none"> • Recruit short-term national activity manager • Recruit short-term international/national consultant • Establish contacts with UNIFEM and the SMWIPM and other stakeholders • Organize workshop with stakeholders • Draft TOR and recruit international consultant to draft strategy and prepare action plan • Conduct desk study to assess implementation of UNSC in African countries • Organize training programme for African women peacekeepers 	<p>CCCPA, UNDP, UNIFEM, Japan, SMWIPM</p>	\$300,000
<p style="text-align: right;">UNDP GMS at 7%, \$205,800</p> <p style="text-align: right;">Total Project Budget: \$2,940,000</p>			

VI. Annual Work Plan (AWP) Budget Sheet

The AWP reflecting expected outputs, planned activities, timeframe and planned budget for the year 2008 follows hereunder. The Project Budget is attached as Annex II.

Annual Work Plan Budget Sheet 2008

EXPECTED OUTPUTS & indicators including annual targets	PLANNED ACTIVITIES <i>List all activities including M&E to be undertaken during the year towards stated CP outputs</i>	TIME FRAME			RESPONSIBLE PARTY	PLANNED BUDGET		
		Q 3	Q 4	Source of Funds		Budget Description	Amount USD	
Institutional Capacity of CCCPA is strengthened	1.2 Establish Project Management Unit - Seek ministerial/administrative decree to allocate office space - Recruit Project Manager to act as independent management for CCCPA - Recruit Deputy Manager Programme Department - Recruit Deputy Manager Administration Department - Recruit Project Officer and Accountant - Procure office equipment	X			CCCPA, UNDP	Gov. of Japan	National consultants, office equipment, computers	\$90,000
	1.2 Develop & implement CCCPA strategy for resource mobilization - Draft TOR - Recruit international consultant(s)		X			CCCPA ICT4Peace	International Expert	\$10,000
	1.3 Develop CCCPA future vision, mission statement, strategy, action plan as well as M & E plan and partnership strategy - Draft TOR - Recruit international consultant(s) - Conduct stakeholder analysis - Organize workshops - Establish CCCPA Advisory Board	X	X			CCCPA, ICT4Peace, BCPR	National consultants, International experts, workshops	\$15,000
	1.4 Upgrade infrastructure of CCCPA training facilities - Draft TOR and recruit IT consultant to identify software and hardware needs and to prepare specifications - Draft TOR and recruit short term consultant to identify equipment and furniture needs and prepare specifications - Procure necessary furniture and equipments for early activities			X		CCCPA, MCIT	National consultants	\$45,000

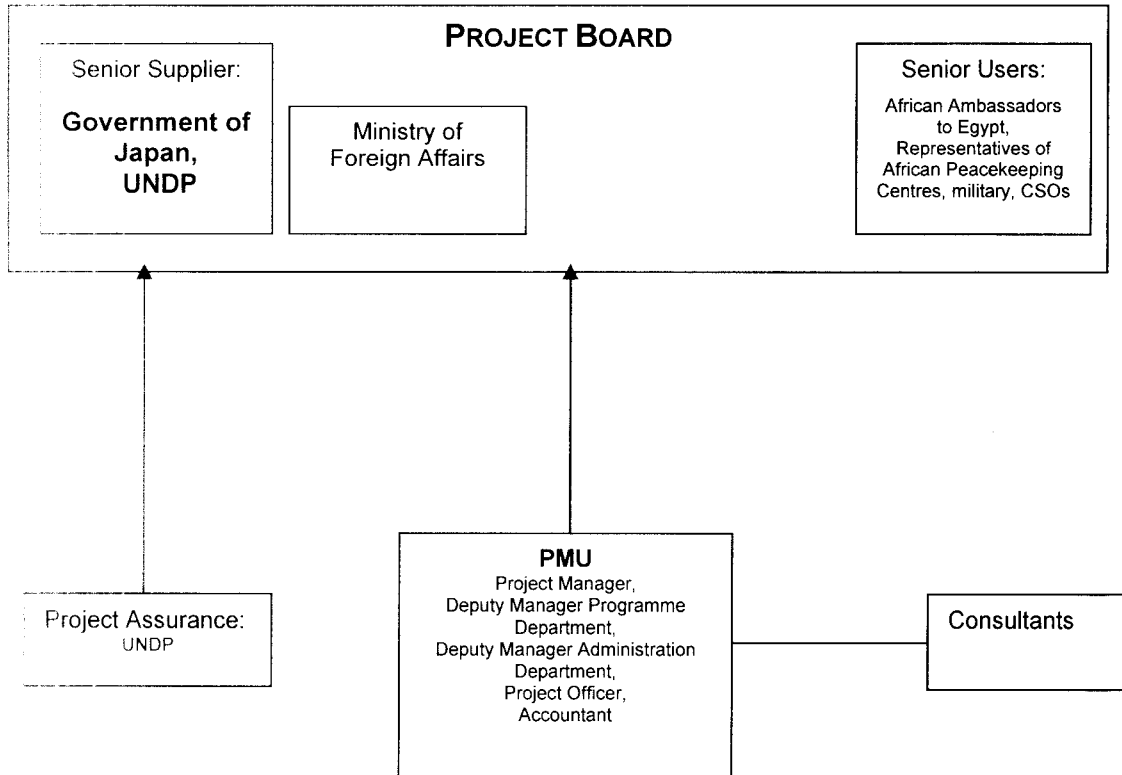
Capacities within African Countries for Peace-keeping and Conflict Resolution are enhanced	<p>1.5 Establish network and follow-up with DPKO to meet the international standards required for accreditation and certification</p> <ul style="list-style-type: none"> - Share with DPKO draft vision, mission statement, strategy and action plan 	X	CCCPA ICT4Peace			\$7,000
	<p>1.6 Develop and implement a strategy for Communications, outreach and knowledge management</p> <ul style="list-style-type: none"> - Draft TOR - Recruit international consultant(s) - Hold a workshop 	X	DPKO CCCPA, ICT4Peace		International consultant, national workshops	\$10,000
	<p>1.7 Strengthening South-South Cooperation for Peacekeeping and Conflict Resolution</p> <ul style="list-style-type: none"> - Organize regional conference for all five African training centres supported by the Government of Japan 	X	CCCPA, DPKO		International conference	\$30,000
	<p>1.8 Develop and implement the Project Monitoring Plan</p> <ul style="list-style-type: none"> - Organize orientation for Project Management Unit on NEX Guidelines - Participate in UNDP training on RBM 	X	CCCPA, UNDP, BCPR		National workshops	
	<p>2.1 Host and organize regular semi-annual Continental Fora for Peacekeeping Operations in Africa</p> <ul style="list-style-type: none"> - Recruit short-term national activity manager - Recruit short-term international/national consultant - Prepare concept note and Action Plan for continental for a - Conduct the third CCCPA Continental forum 	X	CCCPA, ICT4Peace GCSP, Japan		National consultant, International expert	\$25,000
	<p>2.2 Host and organize regular semi-annual Integrated Training Programmes for Integrated Peace Keeping Operations in Africa</p> <ul style="list-style-type: none"> - Recruit short-term national activity manager - Recruit short-term international/national consultant - Prepare concept note and Action Plan for training programmes - Conduct Two Integrated Training Programmes 	X	CCCPA, ICT4Peace GCSP, Japan		National consultant, International expert	\$250,000
	<p>2.3 Host and organize regular semi-annual workshops on dispute settlement and conflict resolution in Africa</p> <ul style="list-style-type: none"> - Recruit short-term national activity manager - Recruit short-term international/national consultant - Prepare concept note and Action Plan for the workshop - Conduct the first workshop 	X	CCCPA, ICT4Peace GCSP, Japan		National consultant, International expert	\$28,000

	2.5 Demonstrate Gender Mainstreaming in Peacekeeping Operations in Africa - Establish contacts with UNIFEM and the SMWIPM and other stakeholders	X	CCCPA, UNDP, UNIFEM, SWIPM		\$510.000
TOTAL					\$510.000

VII. MANAGEMENT ARRANGEMENTS

The project will be nationally executed and implemented the CCCPA in accordance to the UNDP NEX guidelines. The management arrangements for this project are in line with the UNDP requirements as reflected in the UNDP User Guide and are as follows:

A. Project Organization Structure



1. A Project Board (PB) will be established to take executive management decisions and to provide guidance to the Project Manager, including approval of project revisions and of the project's annual workplan. Project assurance reviews by this group are made at designated decision points during the running of the project, or as necessary when raised by the Project Manager.

The PB contains three roles; The Executive Role (this is the chairperson) and is held by the Ministry of Foreign Affairs as the national counterpart for this project; the Senior Supplier role which represents the development partners, namely the Embassy of Japan and UNDP; and the Senior Beneficiary role to ensure realization of the project benefits from the perspective of the project beneficiaries and in this project they are selected African ambassadors to Egypt. In this project the Ministry of Foreign Affairs has 2 roles: that of the national government counterpart signing all project documents with UNDP which is the Department of International Co-operation for Development; and that of the national counterpart for this project.

The Project Manager will act as Ex Officio.

Minutes of the Board Meeting: The Project Manager acts as Board General Secretary and is responsible for convening the meeting, preparing the agenda and overseeing the processing of materials and tools required for the meeting and also preparing and distributing minutes of the meeting.

2. Project Assurance: This role is held by UNDP and supports the Project Board by carrying out objective and independent project oversight and monitoring functions. This role ensures appropriate management milestones are managed and completed.

3. The Project Manager is responsible for the day-to-day implementation of the project. This includes ensuring the quality and timeliness of all project activities and outputs and supervising the work of consultants; requesting the advancement of project funds; preparing Quarterly and Annual Progress Reports; liaising with the Project Assurance role, and requesting ad-hoc directions from the Project Board when required. The draft terms of reference are attached as Annex III.

4. Project Management Unit: This Unit will comprise the following staff:

- The Project Manager
- Deputy Project Manager Programme Division
- Deputy Project Manager Administration Division
- Project Officer
- Accountant

5. A Project Coordination Committee will be established to follow-up with the Project Management Unit on project implementation. The Committee will meet twice a year and it will comprise representatives from the Embassy of Japan, CCCPA and UNDP.

B. The Operational Unit for Development Assistance (OUDA) of the Ministry of International Co-operation: The recruitment of local staff/consultants and the procurement of equipment may be implemented by OUDA. Any OUDA fees will be charged to the respective budget lines.

C. Implementation Support Services (ISS): If UNDP is requested to implement selected activities, Implementation Support Service (ISS) costs will be recovered and charged to the same budget line as the project input itself, based on actual costs.

D. Facilities and Administration (F & A): The budget includes 7% Facilities and Administration to UNDP.

VIII. **MONITORING AND EVALUATION**

Project monitoring will be based on regular dialogue and meetings between the Project Manager and the Project Assurance Role and will be in line with the results-based monitoring policies and procedures outline in the UNDP RMG. The monitoring tools listed below are designed to ensure proper documentation of all project activities and knowledge products with a view to consolidate the necessary knowledge base for project evaluation. It is the responsibility of the Project Manager to produce the necessary documents and reports pertaining to these tools for presentation to UNDP and to the Project Board:

On A Quarterly Basis

- An Issue Log to facilitate tracking and resolution of potential problems or requests for change.
- A Risk Log to review the external environment that may affect the project implementation. It will be based on the initial risk analysis for the project.

- A Communication Plan to articulate the types of communications and associate scheduling required during the project, as well as methods of communications with stakeholders.
- Quarterly Project Workplan and Budget Request
- Quarterly Progress Reports (QPR) for submission to the Project Board through Project Assurance, using the standard report format.
- A Project Lessons-learned log to facilitate the preparation of the Lessons-learned Report at the end of the project

On An Annual Basis

- Annual Project Workplan (APR)
- Project Budget Revisions
- Annual Project Review Report
- Annual Project Review. These reviews shall be conducted during the fourth quarter of the year or soon after, to assess the performance of the project and appraise the Annual Work Plan (AWP) for the following year. This review is driven by the Project Board and may involve other stakeholders as required. It shall focus on the extent to which progress is being made towards outputs, and that these remain aligned to appropriate outcomes.
- A Final Project Review shall be conducted during the fourth quarter of the last year of the project by the Project Board as a basis for assessing performance, contribution to related outcomes, and determining lessons for broader application. Using the final Project Review Report, the Lessons Learned Report and other documentation as appropriate, the Project Board should assess in this meeting the performance and success of the project, and its contribution to related outcomes.

Project Evaluation:

The project will be evaluated by a team of independent consultants (national or international). The timing, TOR and composition of the evaluation team will be agreed to by the Project Board

M&E Resources:

The project budget reflects an allocation of \$30,000 for the conduct of monitoring activities; an allocation of \$2000 for the conduct of the annual project audit and an allocation of \$20,000 for the conduct of the project evaluation.

IX. LEGAL CONTEXT:

This project document shall be the instrument referred to as such in Article 1 of the SBAA between the Government of (country) and UNDP, signed on (date).

Consistent with the Article III of the Standard Basic Assistance Agreement, the responsibility for the safety and security of the executing agency and its personnel and property, and of UNDP's property in the executing agency's custody, rests with the implementing partner.

The executing agency shall:

- a) put in place an appropriate security plan and maintain the security plan, taking into account the security situation in the country where the project is being carried;
- b) assume all risks and liabilities related to the executing agency's security, and the full implementation of the security plan.

UNDP reserves the right to verify whether such a plan is in place, and to suggest modifications to the plan when necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of this agreement.

The executing agency agrees to undertake all reasonable efforts to ensure that none of the UNDP funds received pursuant to the Project Document are used to provide support to

individuals or entities associated with terrorism and that the recipients of any amounts provided by UNDP hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999). The list can be accessed via <http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm>. This provision must be included in all sub-contracts or sub-agreements entered into under this Project Document.

ANNEX III:

Draft Terms of Reference

- I. **Project Title:**
- II. **Post Title:** Project Manager
- III. **Project Duration:**

- IV. **Background:**

V. Responsibilities:

The overall responsibility of the Project Manager is to successfully run the project, oversee the production of deliverables; leading the project team and notifying the Project Board for decisions. These specific responsibilities include:

1. Management:

- a. Assumes operational management of the project in consistency with the project document.
- b. Ensures that UNDP rules and regulations are implemented in all projects' activities, procurement and recruitment cases and others;
- c. Manages project staff;
- d. Participates in all project meetings and annual reviews;
- e. Liaises with UNDP programme officer on daily/weekly basis to ensure proper monitoring and realizing results;
- f. Supports resource mobilization efforts for project outputs and insures cost sharing paid on time where applicable.
- g. Supports to media/communications work of the project;
- h. Ensures that UNDP is invited to all important meetings.

2. Technical

- a. Assumes overall responsibility for the successful execution and implementation of the project towards achieving the outputs.
- b. Prepares annual and detailed quarterly work plans and discusses draft with UNDP and executing agency.
- c. Obtains approval on quarterly work plans and annual work plan from Project Board.
- d. Implements quarter work plans and monitors activities.
- e. Ensures proper resources and level of effort provided for timely delivery of activities.
- f. Plans and arranges, in consultation with UNDP, the procurement of project services in line with laid out process;
- g. Shares with UNDP draft document and outputs for comments, as well as final products.
- h. Prepares TOR for relevant project's staff and consultants and follow up their work.

3. Financial

- a. Acts on behalf of the executing agency in preparing and adjusting commitments and expenditures.
- b. Acts as the sole authorizing officer for all project financial transactions (i.e. approve all financial expenditures and sign all direct payments.)
- c. Authorizes commitments of resources and expenditures for inputs including staff, consultants, goods and services and training
- d. Acts as the Responsible officer for the delivery of project's services and achieving annual financial targets;
- e. Manages the project resources e.g. vehicles, office equipment, furniture and stationery procured under the project and maintains asset register;
- f. Ensures that appropriate accounting records are kept and organized;
- g. Facilitates and cooperate with audit requirements at all times, as required.

4. **Reporting**

Prepares draft technical and other documents as required including the reporting on the following requirements:

- Monthly and quarterly technical reports of progress on project activities and financial statements of expenditure for the project;
- Annual project reports (APRs) and a Terminal Report at the end of the project in line with UNDP's formats;
- Final financial report at the end of the project;
- Technical, policy and briefing papers as requested by UNDP and the executing agency;
- Any documents needed for the Project Board meeting and other meetings.

5. **Facilitation**

- Ensures that UNDP's name is mentioned in all publications, workshops, and project's activities;
- Serves as the focal point of the project for coordination of the project activities with UNDP, the Government and other partners;
- Ensures that the Government's in kind inputs for the project are available;
- Leads efforts to build partnerships for the support of outputs indicated in the project document;
- Any other business as required

Reporting Line:

To the Executing Agency and the Project Board.



Annual Work Plan

Egypt - Cairo

Award Id: 00050062

Award Title: Strengthening the Capacity of the CCCPA

Year: 2008

Report Date: 15/06/2008

Project ID	Expected Outputs	Key Activities	Timeframe		Responsible Party	Planned Budget				
			Start	End		Fund	Donor	Budget Descr	Amount US\$	
00061621	institutional capacity of CCCP	Dev. Communications Strate			Cairo Regional Peacekeeping Ce	32045	JPN	71200	International Consultants	7,000.00
					Cairo Regional Peacekeeping Ce	32045	JPN	71300	Local Consultants	3,049.24
					Cairo Regional Peacekeeping Ce	32045	JPN	75100	Facilities & Administration	703.45
		Establish network with DPKE			Cairo Regional Peacekeeping Ce	32045	JPN	71200	International Consultants	7,034.47
					Cairo Regional Peacekeeping Ce	32045	JPN	75100	Facilities & Administration	492.41
					Cairo Regional Peacekeeping Ce	32045	JPN	71400	Contractual Services - Individ	39,000.00
		Establishing of PMU			Cairo Regional Peacekeeping Ce	32045	JPN	72200	Equipment and Furniture	32,000.00
					Cairo Regional Peacekeeping Ce	32045	JPN	72800	Information Technology Equipm	19,443.17
					Cairo Regional Peacekeeping Ce	32045	JPN	75100	Facilities & Administration	6,331.06
		Infrastructure Upgrading CC			Cairo Regional Peacekeeping Ce	32045	JPN	71300	Local Consultants	4,000.00
					Cairo Regional Peacekeeping Ce	32045	JPN	72200	Equipment and Furniture	25,000.00
					Cairo Regional Peacekeeping Ce	32045	JPN	72800	Information Technology Equipm	15,000.00
		Project Audit			Cairo Regional Peacekeeping Ce	32045	JPN	74500	Miscellaneous Expenses	1,221.59
					Cairo Regional Peacekeeping Ce	32045	JPN	75100	Facilities & Administration	3,165.51
					Cairo Regional Peacekeeping Ce	32045	JPN	71300	Local Consultants	502.46
Resource Mobilization Strate			Cairo Regional Peacekeeping Ce	32045	JPN	75100	Facilities & Administration	35.17		
			Cairo Regional Peacekeeping Ce	32045	JPN	71200	International Consultants	8,000.00		
			Cairo Regional Peacekeeping Ce	32045	JPN	71300	Local Consultants	1,000.00		
Strengthen South-South Coo			Cairo Regional Peacekeeping Ce	32045	JPN	74500	Miscellaneous Expenses	1,049.24		
			Cairo Regional Peacekeeping Ce	32045	JPN	75100	Facilities & Administration	703.45		
			Cairo Regional Peacekeeping Ce	32045	JPN	71300	Local Consultants	5,000.00		
V/s, Miss, Strat AP, M&E pla			Cairo Regional Peacekeeping Ce	32045	JPN	74500	Miscellaneous Expenses	25,147.72		
			Cairo Regional Peacekeeping Ce	32045	JPN	75100	Facilities & Administration	2,110.34		
			Cairo Regional Peacekeeping Ce	32045	JPN	71200	International Consultants	7,000.00		
TOTAL	Capcities for African Peacekee	Cont. Fora for PKo in Africa			Cairo Regional Peacekeeping Ce	32045	JPN	71200	International Consultants	10,000.00
					Cairo Regional Peacekeeping Ce	32045	JPN	74500	Miscellaneous Expenses	5,123.10
										223,118.31



Annual Work Plan

Egypt - Cairo

Award Id: 00050062

Award Title: Strengthening the Capacity of the CCCPA

Year: 2008

Report Date: 15/06/2008

Project ID	Expected Outputs	Key Activities	Timeframe		Responsible Party	Planned Budget				
			Start	End		Fund	Donor	Budget Descr	Amount US\$	
		Cont. Fora for PKO in Africa			Cairo Regional Peacekeeping Ce	32045	JPN	75100	Facilities & Administration	11,758.62
		Integr. Training for PKO			Cairo Regional Peacekeeping Ce	32045	JPN	71200	International Consultants	40,000.00
					Cairo Regional Peacekeeping Ce	32045	JPN	71400	Contractual Services - Individ	10,000.00
					Cairo Regional Peacekeeping Ce	32045	JPN	74500	Miscellaneous Expenses	201,231.03
					Cairo Regional Peacekeeping Ce	32045	JPN	75100	Facilities & Administration	17,586.17
		Workshops disp. & conf. res			Cairo Regional Peacekeeping Ce	32045	JPN	71200	International Consultants	8,500.00
					Cairo Regional Peacekeeping Ce	32045	JPN	71400	Contractual Services - Individ	10,000.00
					Cairo Regional Peacekeeping Ce	32045	JPN	74500	Miscellaneous Expenses	9,637.88
					Cairo Regional Peacekeeping Ce	32045	JPN	75100	Facilities & Administration	1,969.65
TOTAL										
GRAND TOTAL										
325,806.45										
548,924.76										



Annual Work Plan

Egypt - Cairo

Award Id: 00050062

Award Title: Strengthening the Capacity of the CCCPA

Year: 2009

Report Date: 15/02/2008

Project ID	Expected Outputs	Key Activities	Timeframe		Responsible Party	Planned Budget				
			Start	End		Fund	Donor	Budget Descr	Amount US\$	
00061621	institutional capacity of CCCP	Dev. Communications Strate			Cairo Regional Peacekeeping Ce	32045	JPN	71200	International Consultants	10,000.00
						32045	JPN	71300	Local Consultants	20,270.83
		Establish network with DPKO			Cairo Regional Peacekeeping Ce	32045	JPN	74200	Audio Visual&Print Prod Costs	20,000.00
						32045	JPN	74500	Miscellaneous Expenses	5,000.00
						32045	JPN	75100	Facilities & Administration	3,868.96
						32045	JPN	71200	International Consultants	13,130.49
		Establishing of PMU			Cairo Regional Peacekeeping Ce	32045	JPN	71300	Local Consultants	3,500.00
						32045	JPN	71600	Travel	10,000.00
						32045	JPN	75100	Facilities & Administration	1,864.13
						32045	JPN	71400	Contractual Services - Individ	110,000.00
		Impl. Project Monitoring Plan			Cairo Regional Peacekeeping Ce	32045	JPN	72200	Equipment and Furniture	58,000.00
						32045	JPN	72800	Information Technology Equipm	25,950.36
						32045	JPN	75100	Facilities & Administration	13,576.52
						32045	JPN	71200	International Consultants	10,000.00
		Infrastructure Upgrading CC			Cairo Regional Peacekeeping Ce	32045	JPN	71300	Local Consultants	5,073.86
						32045	JPN	75100	Facilities & Administration	1,055.17
32045	JPN					72200	Equipment and Furniture	79,200.00		
32045	JPN					72800	Information Technology Equipm	70,734.68		
Project Audit			Cairo Regional Peacekeeping Ce	32045	JPN	75100	Facilities & Administration	10,495.42		
				32045	JPN	71300	Local Consultants	502.46		
Resource Mobilization Strate			Cairo Regional Peacekeeping Ce	32045	JPN	75100	Facilities & Administration	35.17		
				32045	JPN	71200	International Consultants	3,000.00		
Strengthen South-South Coo			Cairo Regional Peacekeeping Ce	32045	JPN	71300	Local Consultants	2,024.62		
				32045	JPN	75100	Facilities & Administration	351.72		
Vis, Miss, Strat AP, M&E pla			Cairo Regional Peacekeeping Ce	32045	JPN	71200	International Consultants	3,049.24		
				32045	JPN	71300	Local Consultants	7,000.00		
			Cairo Regional Peacekeeping Ce	32045	JPN	75100	Facilities & Administration	703.45		
			Cairo Regional Peacekeeping Ce	32045	JPN	74500	Miscellaneous Expenses	15,073.86		
			Cairo Regional Peacekeeping Ce	32045	JPN	75100	Facilities & Administration	1,055.17		



Annual Work Plan

Egypt - Cairo

Award Id: 00050062

Report Date: 15/06/2008

Award Title: Strengthening the Capacity of the CCCPA

Year: 2009

Project ID	Expected Outputs	Key Activities	Timeframe		Responsible Party	Planned Budget			Amount US\$
			Start	End		Fund	Donor	Budget Descr	
TOTAL									
00061705	Capacities for African Peacekee	Cont. Fora for PKO in Africa			Cairo Regional Peacekeeping Ce	32045	JPN	71200 International Consultants	20,000.00
					Cairo Regional Peacekeeping Ce	32045	JPN	71400 Contractual Services - Individ	20,000.00
					Cairo Regional Peacekeeping Ce	32045	JPN	74500 Miscellaneous Expenses	10,246.21
					Cairo Regional Peacekeeping Ce	32045	JPN	75100 Facilities & Administration	3,517.22
		Gender Mainstr. in PKO in A			Cairo Regional Peacekeeping Ce	32045	JPN	71200 International Consultants	30,000.00
					Cairo Regional Peacekeeping Ce	32045	JPN	71300 Local Consultants	20,000.00
					Cairo Regional Peacekeeping Ce	32045	JPN	71400 Contractual Services - Individ	20,000.00
					Cairo Regional Peacekeeping Ce	32045	JPN	74500 Miscellaneous Expenses	50,590.90
					Cairo Regional Peacekeeping Ce	32045	JPN	75100 Facilities & Administration	8,441.36
		Integr. Training for PKO			Cairo Regional Peacekeeping Ce	32045	JPN	71200 International Consultants	50,000.00
					Cairo Regional Peacekeeping Ce	32045	JPN	71400 Contractual Services - Individ	20,000.00
					Cairo Regional Peacekeeping Ce	32045	JPN	74500 Miscellaneous Expenses	130,984.83
					Cairo Regional Peacekeeping Ce	32045	JPN	75100 Facilities & Administration	14,068.94
		Training for Egy. dipl., etc.			Cairo Regional Peacekeeping Ce	32045	JPN	71200 International Consultants	18,000.00
					Cairo Regional Peacekeeping Ce	32045	JPN	71300 Local Consultants	7,000.00
					Cairo Regional Peacekeeping Ce	32045	JPN	71400 Contractual Services - Individ	15,000.00
					Cairo Regional Peacekeeping Ce	32045	JPN	71600 Travel	8,000.00
					Cairo Regional Peacekeeping Ce	32045	JPN	74500 Miscellaneous Expenses	80,630.29
					Cairo Regional Peacekeeping Ce	32045	JPN	75100 Facilities & Administration	9,004.12
		Workshops disp. & conf. res			Cairo Regional Peacekeeping Ce	32045	JPN	71200 International Consultants	8,500.00
					Cairo Regional Peacekeeping Ce	32045	JPN	71400 Contractual Services - Individ	20,000.00
					Cairo Regional Peacekeeping Ce	32045	JPN	74500 Miscellaneous Expenses	17,726.51
					Cairo Regional Peacekeeping Ce	32045	JPN	75100 Facilities & Administration	3,235.86
TOTAL									584,946.24
GRAND TOTAL									1,089,462.35



Annual Work Plan

Egypt- Cairo

Award Id: 00050062
 Award Title: Strengthening the Capacity of the CCCPA
 Year: 2010

Report Date: 15/01/2008

Project ID	Expected Outputs	Key Activities	Timeframe		Responsible Party	Planned Budget					
			Start	End		Fund	Donor	Budget Descr	Amount US\$		
00061621	institutional capacity of CCCP	Dev. Communications Strate			Cairo Regional Peacekeeping Ce	32045	JPN	71300	Local Consultants	10,098.48	
					Cairo Regional Peacekeeping Ce	32045	JPN	74200	Audio Visual&Print Prod Costs	10,000.00	
					Cairo Regional Peacekeeping Ce	32045	JPN	75100	Facilities & Administration	1,406.89	
			Establish network with DPKO			Cairo Regional Peacekeeping Ce	32045	JPN	71200	International Consultants	8,081.25
					Cairo Regional Peacekeeping Ce	32045	JPN	71300	Local Consultants	3,500.00	
					Cairo Regional Peacekeeping Ce	32045	JPN	71600	Travel	5,000.00	
			Establishing of PMU			Cairo Regional Peacekeeping Ce	32045	JPN	75100	Facilities & Administration	1,160.70
					Cairo Regional Peacekeeping Ce	32045	JPN	71400	Contractual Services - Individ	110,000.00	
					Cairo Regional Peacekeeping Ce	32045	JPN	72800	Information Technology Equipm	5,566.27	
			Impl. Project Monitoring Plan			Cairo Regional Peacekeeping Ce	32045	JPN	75100	Facilities & Administration	8,089.64
					Cairo Regional Peacekeeping Ce	32045	JPN	71200	International Consultants	10,000.00	
					Cairo Regional Peacekeeping Ce	32045	JPN	71300	Local Consultants	5,073.86	
			Project Audit			Cairo Regional Peacekeeping Ce	32045	JPN	75100	Facilities & Administration	1,055.17
					Cairo Regional Peacekeeping Ce	32045	JPN	71300	Local Consultants	502.46	
					Cairo Regional Peacekeeping Ce	32045	JPN	75100	Facilities & Administration	35.17	
			Strengthen South-South Coo			Cairo Regional Peacekeeping Ce	32045	JPN	71200	International Consultants	7,000.00
					Cairo Regional Peacekeeping Ce	32045	JPN	74500	Miscellaneous Expenses	3,049.24	
		Cairo Regional Peacekeeping Ce		32045	JPN	75100	Facilities & Administration	703.45			
	Vis, Miss, Strat AP, M&E pla			Cairo Regional Peacekeeping Ce	32045	JPN	74500	Miscellaneous Expenses	15,073.86		
			Cairo Regional Peacekeeping Ce	32045	JPN	75100	Facilities & Administration	1,055.17			
			Cairo Regional Peacekeeping Ce	32045	JPN	75100	Facilities & Administration	206,451.61			
TOTAL											
00061705	Capacities for African Peacekee	Cont. Fora for PKo in Africa			Cairo Regional Peacekeeping Ce	32045	JPN	71200	International Consultants	20,000.00	
					Cairo Regional Peacekeeping Ce	32045	JPN	71400	Contractual Services - Individ	20,000.00	
					Cairo Regional Peacekeeping Ce	32045	JPN	74500	Miscellaneous Expenses	10,246.21	
					Cairo Regional Peacekeeping Ce	32045	JPN	75100	Facilities & Administration	3,517.22	
		Gender Mainstr. in PKO in A			Cairo Regional Peacekeeping Ce	32045	JPN	71200	International Consultants	30,000.00	
					Cairo Regional Peacekeeping Ce	32045	JPN	71300	Local Consultants	20,000.00	
					Cairo Regional Peacekeeping Ce	32045	JPN	71400	Contractual Services - Individ	20,000.00	
					Cairo Regional Peacekeeping Ce	32045	JPN	74500	Miscellaneous Expenses	50,590.90	
					Cairo Regional Peacekeeping Ce	32045	JPN	75100	Facilities & Administration	8,441.36	



Annual Work Plan

Egypt - Cairo

Award Id: 00050062

Report Date: 15/02/2008

Award Title: Strengthening the Capacity of the CCCPA

Year: 2010

Project ID	Expected Outputs	Key Activities	Timeframe		Responsible Party	Planned Budget				
			Start	End		Fund	Donor	Budget Descr	Amount US\$	
		Integr. Training for PKO			Cairo Regional Peacekeeping Ce	32045	JPN	71200	International Consultants	50,000.00
					Cairo Regional Peacekeeping Ce	32045	JPN	71400	Contractual Services - Individ	20,000.00
					Cairo Regional Peacekeeping Ce	32045	JPN	74500	Miscellaneous Expenses	130,984.83
					Cairo Regional Peacekeeping Ce	32045	JPN	75100	Facilities & Administration	14,068.94
		Training for Egy. dipl., etc.			Cairo Regional Peacekeeping Ce	32045	JPN	71200	International Consultants	18,000.00
					Cairo Regional Peacekeeping Ce	32045	JPN	71300	Local Consultants	7,000.00
					Cairo Regional Peacekeeping Ce	32045	JPN	71400	Contractual Services - Individ	15,000.00
					Cairo Regional Peacekeeping Ce	32045	JPN	71600	Travel	8,000.00
					Cairo Regional Peacekeeping Ce	32045	JPN	74500	Miscellaneous Expenses	80,630.29
					Cairo Regional Peacekeeping Ce	32045	JPN	75100	Facilities & Administration	9,004.12
		Workshops disp. & conf. res			Cairo Regional Peacekeeping Ce	32045	JPN	71200	International Consultants	8,500.00
					Cairo Regional Peacekeeping Ce	32045	JPN	71400	Contractual Services - Individ	20,000.00
					Cairo Regional Peacekeeping Ce	32045	JPN	74500	Miscellaneous Expenses	17,726.51
					Cairo Regional Peacekeeping Ce	32045	JPN	75100	Facilities & Administration	3,235.86
TOTAL										
GRAND TOTAL										
584,946.24										
791,397.85										



Annual Work Plan

Egypt - Cairo

Award Id: 00050062

Report Date: 15/6/2008

Award Title: Strengthening the Capacity of the CCCPA

Year: 2011

Project ID	Expected Outputs	Key Activities	Timeframe		Responsible Party	Planned Budget			
			Start	End		Fund	Donor	Budget Descr	Amount US\$
00061621	institutional capacity of CCCP	Dev. Communications Strat			Cairo Regional Peacekeeping Ce	32045	JPN	71300 Local Consultants	5,073.86
					Cairo Regional Peacekeeping Ce	32045	JPN	74200 Audio Visual&Print Prod Costs	10,000.00
					Cairo Regional Peacekeeping Ce	32045	JPN	75100 Facilities & Administration	1,055.18
		Establishing of PMU			Cairo Regional Peacekeeping Ce	32045	JPN	71400 Contractual Services - Individ	72,000.00
					Cairo Regional Peacekeeping Ce	32045	JPN	72800 Information Technology Equipm	5,379.16
		Project Audit			Cairo Regional Peacekeeping Ce	32045	JPN	75100 Facilities & Administration	5,416.54
					Cairo Regional Peacekeeping Ce	32045	JPN	71300 Local Consultants	502.46
		Project Evaluation			Cairo Regional Peacekeeping Ce	32045	JPN	75100 Facilities & Administration	35.17
					Cairo Regional Peacekeeping Ce	32045	JPN	71200 International Consultants	13,000.00
		Vis, Miss, Strat AP, M&E pla			Cairo Regional Peacekeeping Ce	32045	JPN	71300 Local Consultants	7,098.48
			Cairo Regional Peacekeeping Ce	32045	JPN	75100 Facilities & Administration	1,406.89		
			Cairo Regional Peacekeeping Ce	32045	JPN	74500 Miscellaneous Expenses	15,073.86		
			Cairo Regional Peacekeeping Ce	32045	JPN	75100 Facilities & Administration	1,055.17		
TOTAL									137,096.77
00061705	Capacities for African Peacekee	Cont. Fora for PKo in Africa			Cairo Regional Peacekeeping Ce	32045	JPN	71200 International Consultants	10,000.00
					Cairo Regional Peacekeeping Ce	32045	JPN	71400 Contractual Services - Individ	10,000.00
		Gender Mainstr. in PKO in A			Cairo Regional Peacekeeping Ce	32045	JPN	74500 Miscellaneous Expenses	5,123.10
					Cairo Regional Peacekeeping Ce	32045	JPN	75100 Facilities & Administration	1,758.61
		Integr. Training for PKO			Cairo Regional Peacekeeping Ce	32045	JPN	71200 International Consultants	10,000.00
					Cairo Regional Peacekeeping Ce	32045	JPN	71300 Local Consultants	10,000.00
		Training for Egy. dipl., etc.			Cairo Regional Peacekeeping Ce	32045	JPN	71400 Contractual Services - Individ	20,000.00
					Cairo Regional Peacekeeping Ce	32045	JPN	74500 Miscellaneous Expenses	20,295.45
					Cairo Regional Peacekeeping Ce	32045	JPN	75100 Facilities & Administration	4,220.68
					Cairo Regional Peacekeeping Ce	32045	JPN	71200 International Consultants	20,000.00
					Cairo Regional Peacekeeping Ce	32045	JPN	71400 Contractual Services - Individ	10,000.00
					Cairo Regional Peacekeeping Ce	32045	JPN	74500 Miscellaneous Expenses	120,738.62
					Cairo Regional Peacekeeping Ce	32045	JPN	75100 Facilities & Administration	10,551.70
					Cairo Regional Peacekeeping Ce	32045	JPN	71200 International Consultants	8,000.00
			Cairo Regional Peacekeeping Ce	32045	JPN	71400 Contractual Services - Individ	8,000.00		
			Cairo Regional Peacekeeping Ce	32045	JPN	71600 Travel	8,000.00		



Annual Work Plan

Egypt - Cairo

Award Id: 00050062

Award Title: Strengthening the Capacity of the CCCPA

Year: 2011

Report Date: 15/6/2008

Project ID	Expected Outputs	Key Activities	Timeframe		Responsible Party	Planned Budget				
			Start	End		Fund	Donor	Budget Descr	Amount US\$	
		Training for Egy. dipl., etc.			Cairo Regional Peacekeeping Ce	32045	JPN	74500	Miscellaneous Expenses	40,315.14
		Workshops disp. & conf. res			Cairo Regional Peacekeeping Ce	32045	JPN	75100	Facilities & Administration	4,502.06
					Cairo Regional Peacekeeping Ce	32045	JPN	71200	International Consultants	8,500.00
					Cairo Regional Peacekeeping Ce	32045	JPN	71400	Contractual Services - Individ	20,000.00
					Cairo Regional Peacekeeping Ce	32045	JPN	74500	Miscellaneous Expenses	19,736.36
					Cairo Regional Peacekeeping Ce	32045	JPN	75100	Facilities & Administration	3,376.55
TOTAL										373,118.27
GRAND TOTAL										510,215.04

**Security Council**Distr.: General
31 October 2000

Resolution 1325 (2000)**Adopted by the Security Council at its 4213th meeting, on
31 October 2000**

The Security Council,

Recalling its resolutions 1261 (1999) of 25 August 1999, 1265 (1999) of 17 September 1999, 1296 (2000) of 19 April 2000 and 1314 (2000) of 11 August 2000, as well as relevant statements of its President, and *recalling also* the statement of its President to the press on the occasion of the United Nations Day for Women's Rights and International Peace (International Women's Day) of 8 March 2000 (SC/6816),

Recalling also the commitments of the Beijing Declaration and Platform for Action (A/52/231) as well as those contained in the outcome document of the twenty-third Special Session of the United Nations General Assembly entitled "Women 2000: Gender Equality, Development and Peace for the Twenty-First Century" (A/S-23/10/Rev.1), in particular those concerning women and armed conflict,

Bearing in mind the purposes and principles of the Charter of the United Nations and the primary responsibility of the Security Council under the Charter for the maintenance of international peace and security,

Expressing concern that civilians, particularly women and children, account for the vast majority of those adversely affected by armed conflict, including as refugees and internally displaced persons, and increasingly are targeted by combatants and armed elements, and *recognizing* the consequent impact this has on durable peace and reconciliation,

Reaffirming the important role of women in the prevention and resolution of conflicts and in peace-building, and *stressing* the importance of their equal participation and full involvement in all efforts for the maintenance and promotion of peace and security, and the need to increase their role in decision-making with regard to conflict prevention and resolution,

Reaffirming also the need to implement fully international humanitarian and human rights law that protects the rights of women and girls during and after conflicts,

Emphasizing the need for all parties to ensure that mine clearance and mine awareness programmes take into account the special needs of women and girls,

Recognizing the urgent need to mainstream a gender perspective into peacekeeping operations, and in this regard *noting* the Windhoek Declaration and the Namibia Plan of Action on Mainstreaming a Gender Perspective in Multidimensional Peace Support Operations (S/2000/693),

Recognizing also the importance of the recommendation contained in the statement of its President to the press of 8 March 2000 for specialized training for all peacekeeping personnel on the protection, special needs and human rights of women and children in conflict situations,

Recognizing that an understanding of the impact of armed conflict on women and girls, effective institutional arrangements to guarantee their protection and full participation in the peace process can significantly contribute to the maintenance and promotion of international peace and security,

Noting the need to consolidate data on the impact of armed conflict on women and girls,

1. *Urges* Member States to ensure increased representation of women at all decision-making levels in national, regional and international institutions and mechanisms for the prevention, management, and resolution of conflict;

2. *Encourages* the Secretary-General to implement his strategic plan of action (A/49/587) calling for an increase in the participation of women at decision-making levels in conflict resolution and peace processes;

3. *Urges* the Secretary-General to appoint more women as special representatives and envoys to pursue good offices on his behalf, and in this regard *calls on* Member States to provide candidates to the Secretary-General, for inclusion in a regularly updated centralized roster;

4. *Further urges* the Secretary-General to seek to expand the role and contribution of women in United Nations field-based operations, and especially among military observers, civilian police, human rights and humanitarian personnel;

5. *Expresses* its willingness to incorporate a gender perspective into peacekeeping operations, and *urges* the Secretary-General to ensure that, where appropriate, field operations include a gender component;

6. *Requests* the Secretary-General to provide to Member States training guidelines and materials on the protection, rights and the particular needs of women, as well as on the importance of involving women in all peacekeeping and peace-building measures, *invites* Member States to incorporate these elements as well as HIV/AIDS awareness training into their national training programmes for military and civilian police personnel in preparation for deployment, and *further requests* the Secretary-General to ensure that civilian personnel of peacekeeping operations receive similar training;

7. *Urges* Member States to increase their voluntary financial, technical and logistical support for gender-sensitive training efforts, including those undertaken by relevant funds and programmes, inter alia, the United Nations Fund for Women and United Nations Children's Fund, and by the Office of the United Nations High Commissioner for Refugees and other relevant bodies;

8. *Calls on* all actors involved, when negotiating and implementing peace agreements, to adopt a gender perspective, including, inter alia:

(a) The special needs of women and girls during repatriation and resettlement and for rehabilitation, reintegration and post-conflict reconstruction;

(b) Measures that support local women's peace initiatives and indigenous processes for conflict resolution, and that involve women in all of the implementation mechanisms of the peace agreements;

(c) Measures that ensure the protection of and respect for human rights of women and girls, particularly as they relate to the constitution, the electoral system, the police and the judiciary;

9. *Calls upon* all parties to armed conflict to respect fully international law applicable to the rights and protection of women and girls, especially as civilians, in particular the obligations applicable to them under the Geneva Conventions of 1949 and the Additional Protocols thereto of 1977, the Refugee Convention of 1951 and the Protocol thereto of 1967, the Convention on the Elimination of All Forms of Discrimination against Women of 1979 and the Optional Protocol thereto of 1999 and the United Nations Convention on the Rights of the Child of 1989 and the two Optional Protocols thereto of 25 May 2000, and to bear in mind the relevant provisions of the Rome Statute of the International Criminal Court;

10. *Calls on* all parties to armed conflict to take special measures to protect women and girls from gender-based violence, particularly rape and other forms of sexual abuse, and all other forms of violence in situations of armed conflict;

11. *Emphasizes* the responsibility of all States to put an end to impunity and to prosecute those responsible for genocide, crimes against humanity, and war crimes including those relating to sexual and other violence against women and girls, and in this regard *stresses* the need to exclude these crimes, where feasible from amnesty provisions;

12. *Calls upon* all parties to armed conflict to respect the civilian and humanitarian character of refugee camps and settlements, and to take into account the particular needs of women and girls, including in their design, and recalls its resolutions 1208 (1998) of 19 November 1998 and 1296 (2000) of 19 April 2000;

13. *Encourages* all those involved in the planning for disarmament, demobilization and reintegration to consider the different needs of female and male ex-combatants and to take into account the needs of their dependants;

14. *Reaffirms* its readiness, whenever measures are adopted under Article 41 of the Charter of the United Nations, to give consideration to their potential impact on the civilian population, bearing in mind the special needs of women and girls, in order to consider appropriate humanitarian exemptions;

15. *Expresses* its willingness to ensure that Security Council missions take into account gender considerations and the rights of women, including through consultation with local and international women's groups;

16. *Invites* the Secretary-General to carry out a study on the impact of armed conflict on women and girls, the role of women in peace-building and the gender dimensions of peace processes and conflict resolution, and *further invites* him to

submit a report to the Security Council on the results of this study and to make this available to all Member States of the United Nations;

17. *Requests* the Secretary-General, where appropriate, to include in his reporting to the Security Council progress on gender mainstreaming throughout peacekeeping missions and all other aspects relating to women and girls;

18. *Decides* to remain actively seized of the matter.

ANNEX III:

Draft Terms of Reference

- I. **Project Title:**
- II. **Post Title:** Project Manager
- III. **Project Duration:**

- IV. **Background:**

V. Responsibilities:

The overall responsibility of the Project Manager is to successfully run the project, oversee the production of deliverables; leading the project team and notifying the Project Board for decisions. These specific responsibilities include:

1. Management:

- 1. Assumes operational management of the project in consistency with the project document.
- 2. Ensures that UNDP rules and regulations are implemented in all projects' activities, procurement and recruitment cases and others;
- 3. Manages project staff;
- 4. Participates in all project meetings and annual reviews;
- 5. Liaises with UNDP programme officer on daily/weekly basis to ensure proper monitoring and realizing results;
- 6. Supports resource mobilization efforts for project outputs and insures cost sharing paid on time where applicable.
- 7. Supports to media/communications work of the project;
- 8. Ensures that UNDP is invited to all important meetings.

2. Technical

- 1. Assumes overall responsibility for the successful execution and implementation of the project towards achieving the outputs.
- 2. Prepares annual and detailed quarterly work plans and discusses draft with UNDP and executing agency.
- 3. Obtains approval on quarterly work plans and annual work plan from Project Board.
- 4. Implements quarter work plans and monitors activities.
- 5. Ensures proper resources and level of effort provided for timely delivery of activities.
- 6. Plans and arranges, in consultation with UNDP, the procurement of project services in line with laid out process;
- 7. Shares with UNDP draft document and outputs for comments, as well as final products.
- 8. Prepares TOR for relevant project's staff and consultants and follow up their work.

3. Financial

- 1. Acts on behalf of the executing agency in preparing and adjusting commitments and expenditures.
- 2. Acts as the sole authorizing officer for all project financial transactions (i.e. approve all financial expenditures and sign all direct payments.)
- 3. Authorizes commitments of resources and expenditures for inputs including staff, consultants, goods and services and training
- 4. Acts as the Responsible officer for the delivery of project's services and achieving annual financial targets;

- Manages the project resources e.g. vehicles, office equipment, furniture and stationery procured under the project and maintains asset register;
- Ensures that appropriate accounting records are kept and organized;
- Facilitates and cooperate with audit requirements at all times, as required.

4. **Reporting**

Prepares draft technical and other documents as required including the reporting on the following requirements:

- Monthly and quarterly technical reports of progress on project activities and financial statements of expenditure for the project;
- Annual project reports (APRs) and a Terminal Report at the end of the project in line with UNDP's formats;
- Final financial report at the end of the project;
- Technical, policy and briefing papers as requested by UNDP and the executing agency;
- Any documents needed for the Project Board meeting and other meetings.

5. **Facilitation**

- Ensures that UNDP's name is mentioned in all publications, workshops, and project's activities;
- Serves as the focal point of the project for coordination of the project activities with UNDP, the Government and other partners;
- Ensures that the Government's in kind inputs for the project are available;
- Leads efforts to build partnerships for the support of outputs indicated in the project document;
- Any other business as required

Reporting Line:

To the Executing Agency and the Project Board.